

**CLOSED – This Request for Proposal  
is for reference purposes only.**

# Justice Bulletin

Montana Board of Crime Control

**[Website mbcc.mt.gov](http://mbcc.mt.gov)**

*A Publication of the Montana Board of Crime Control 3075 North Montana, PO Box 201408 Helena, MT 59620-1408  
(406) 444-3604, FAX (406) 444-4722, or TTY (406) 444-7099*

**Request for Proposals (RFP)  
#07-05 (J) Juvenile Justice  
Title II Formula Grants  
Native American Pass Through Funds  
Applications must be submitted online by March 23, 2007  
Supporting documentation must be postmarked by March 23, 2007  
Project Dates: July 1, 2007 to June 30, 2008**

## **I. Introduction**

The Montana Board of Crime Control (MBCC) is soliciting proposals for the Office of Juvenile Justice and Delinquency Prevention (OJJDP) Title II Formula Grant Native American Pass Through Funds to federally recognized tribes for program area number 22, Native American Programs. Approximately \$79,000.00 will be available. Two to three applications for small projects will be funded. There is a 4-year term limit on these funds with continuation applications due annually. Award of continuation funding is dependent upon availability of federal funds and subgrant performance.

For further description of the Native Program Area listed and the required Performance Measures associated with it, see the following website address:

**[http://www.dsgonline.com/Program Logic Model/performance measures.htm](http://www.dsgonline.com/Program_Logic_Model/performance_measures.htm)**

*(Note: Due to federal funding schedules, funds may not be available immediately following the award date, programs should prepare for this contingency.)*

## **II. Purpose of Grant**

The goal of this initiative is to support and enhance state efforts in cooperation with federally recognized tribes to improve the juvenile justice system and support research based Model and Best Practice programs. The Youth Justice Council has identified the following areas for priority funding:

- Prevention, Early Intervention, and Diversion programs that prevent and/or reduce involvement in the juvenile justice system.
- Intervention programs for youth that engage families and are part of a collaborative community plan.

## **CLOSED – This Request for Proposal is for reference purposes only.**

- Accountability programs that include Balanced and Restorative Justice (BARJ) components.
- Gender appropriate services for females.
- Programs that reduce Disproportionate Minority Contact with the juvenile justice system.

### **III. Eligibility**

Federally recognized Tribes that provide a valid Tribal Resolution, signed by an authorized official representing the tribal entity. For language specified in the tribal resolution, please see the application kit on our web site:  
<http://mbcc.mt.gov/Grants/ApplicationKit/AppKit.asp>

### **IV. Late Applications**

Late submittals of new applications will be returned and not considered during the current cycle.

The first late submittal for continuation project applications will require appearance before the Application Review Committee or Youth Justice Council to request consideration. Second late submittal requires the application be returned and not considered during current cycle.

### **V. Match**

No match is required for Title II Formula Grants.

### **VI. Funding Period**

Funding period is July 1, 2007 - June 30, 2008.

Subgrantees are eligible to receive funding for up to 48 months, but must re-apply every year.

### **VII. Limitations and Fund Use**

***Review this list carefully. If you have any questions, call prior to submitting your proposal.***

- 1) Purchase of equipment must be integral and necessary for the project.
- 2) Construction, in general, is prohibited.
- 3) Land acquisition is prohibited.
- 4) Supplanting is prohibited.
- 5) Consultant costs are limited to \$450 per 8-hr day without additional approval or bidding.
- 6) Calculating and reimbursement for mileage, per diem, and lodging cannot exceed state rates. For more information go to [www.state.mt.us/doa](http://www.state.mt.us/doa), click on resources, click on travel policy/hotel listings. Call for instructions regarding out-of-state travel.

## **CLOSED – This Request for Proposal is for reference purposes only.**

- 7) Indirect costs are not allowed.
- 8) Pre-agreement costs are not allowable.
- 9) Rental costs are limited to fair market value for similar facilities in your locality.
- 10) General salaries and personnel costs are allowable; overtime cannot exceed 10 percent of the personnel budget.
- 11) Funds may not be expended or obligated prior to July 1, 2006.
- 12) Purchase or lease of vehicles is not permitted. Mileage will be allowed at the current approved state rate.
- 13) Uniform allowances will not be permitted.
- 14) If your agency receives less than \$500,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant.

*(Agencies receiving \$500,000/yr or more in total federal assistance will be required to have an audit performed in accordance with federal circular A-133. Costs for such an audit should be charged proportionately to all programs being audited.)*

**Note:** Food and beverage items may be allowable if costs meet these guidelines: 1) the food and beverage are incidental to a work-related event; 2) the costs are documented and reasonable; and 3) food and beverages are not directly related to amusement and/or social events. MBCC will approve such items only if the applicant justifies the expense as a clear benefit to the grant project. The federal Office of Justice Programs discourages approval of expenses for "working lunches;" therefore, we would recommend that you **not** include such items in a request. All food and beverage items must receive prior approval from MBCC.

### **VIII. Special Requirements**

**All successful applicants for grant award funds from MBCC must agree to the following:**

- Submit online application by the due date.
- Submit Outcome Measures on the DCTAT data entry system as required by OJJDP. For a list of Outcome Measures specified within the Title II Formula Grant, see: <http://www.dsgonline.com/index.html>
- Participate on local Kids Management Authorities (KMA's) if available in your area
- Submit quarterly reports in the prescribed format according to the MBCC time frames.
- Submit an annual report, which is the final quarter report. The report will summarize the year's activities, challenges, accomplishments and an evaluation of the project.
- Provide a realistic sustainability plan that includes details of how the program will continue once Formula Grant funds are no longer available.

## **CLOSED – This Request for Proposal is for reference purposes only.**

### **IX. Application Requirements**

Applications must be submitted electronically on our website and include, completed “Application Requirements Checklist” indicating the page number for each section. For assistance in using Online Subgrant Application System (OSAS), please contact Kristel Matchett at 406-444-3604.

### **X. Selection Process**

The staff of the MBCC will conduct an initial screening of the proposal to check for completeness of the application. The fiscal staff and program manager will review the applications and summarize their findings to the Application Review Committee of the Youth Justice Council.

The Application Review Committee will review all proposals and submit recommendations for funding to the YJC.

### **XI. Awards & Appeals**

Following the review of the applications by the Application Review Committee, a notice will be sent to the applicant agencies with the recommendation that will be presented to the Council. In the case where the Application Review Committee recommends a grant application for denial, the applicant may, if there are substantive reasons, appeal the recommendation to the full Council. Notice of appeal must be made in writing to the Executive Director of the Board of Crime Control at least 10 days prior to the Council meeting and a representative must appear before the Council at the next meeting.

Council actions are passed on to the successful applicants within 7 days following the Council meeting.

### **XII. Application Procedures**

**Submit an electronic application on the Online Subgrant Application System (OSAS):** [www.mbcc.mt.gov](http://www.mbcc.mt.gov)

Click on the Grants tab for the complete application and instructions.

**Who to Call for Assistance:** Please call our front office if you need assistance with online registration or submission of the online application at 444-3604 and speak with Kristel Matchett. ***THE FIRST TIME YOU USE THE ONLINE APPLICATION SYSTEM, YOU MUST REGISTER AS A NEW USER.*** If you have questions regarding application content, please contact the following:

<u>Program</u>	<u>Phone</u>	<u>Fiscal</u>	<u>Phone</u>
Cil Robinson	444-2632	Stacy Purdom	444-6678

**Application Check List:** Please refer to this checklist before submitting your online application or mailing the required additional documentation.

- ☐ Face Sheet (Online)
- ☐ Executive Summary (Online)
- ☐ Project Budget (Online)
- ☐ Budget Narrative (Online)
- ☐ Project Narrative including:(Online)
  - ☐ An assessment of the community’s need for service based upon available local and state data.
  - ☐ Goal: A clear statement of the desired long-range effect of your project.

## **CLOSED – This Request for Proposal is for reference purposes only.**

- ☐ Objectives: Concise statements of what measurable change will be made.
- ☐ A time-line for implementation of tasks to meet your objectives.
- ☐ A description of how the proposal intends to identify and meet specialized needs of females.
- ☐ A description of the OJJDP Performance Measures that meet the current online Performance Measure requirements for Program Area 22, Native American Programs. (See page 1 of RFP for web site information)
- ☐ A plan for sustaining the program at the end of the funding period.
- ☐ Special Assurances and Conditions (Online)
- ☐ Non-Profit Status and documentation that this project has been denied funding by a unit of local or tribal government (Mail)
- ☐ Signature Page (online AND mail original signatures)
- ☐ Tribal Resolution (Mail)

### ***RETURN APPLICATION SUPPLEMENTS TO:***

**Montana Board of Crime Control**  
3075 North Montana  
P.O. Box 201408  
Helena, MT 59620-1408

**Deadline(s).** Applications Juvenile Justice Title II Formula Grant must be submitted to the Online Subgrant Application System and application supplements postmarked to MBCC not later than **March 23, 2007 at 5 p.m.** Applicants may choose to use certified mail to guarantee receipt.

**Receipt Verification.** All applicants will be informed in writing that their application has been received and will be assigned a grant number and contact person from MBCC.

*Alternative accessible formats of this document will be provided upon request. Persons with disabilities who require this material in another format in order to participate in the Request for Proposal process should contact:*

**MBCC**

**3075 N. Montana**

**PO Box 201408**

**Helena, MT 59620-1408.**

**Phone (406) 444-3604, FAX (406) 444-4722, or TTY (406) 444-7099**